

How to Register in Alis

1. Please go to the following link <https://alis.edlicensing.vermont.gov/login.aspx> and click “Register Here”



USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

Existing and previously licensed Vermont Educators [Register Here](#)

Never held an Educator License in Vermont? [Click here](#)

To Search For an Educator [Click here](#)

2. Enter your Name, Social Security, and Date of Birth.



Educator Registration

Last Name *

SSN *

Date of Birth *

Return to Online Services **Reset** **Next Step**

NOTE *****You must enter a 4 digit year in your **date of birth** and anywhere a **date** is required or you will get the message, “invalid date”. When done, click Next Step to save your data.

3. Choose your login and password as directed. Be sure to write them down or do ones you can remember. If you forget this information in the future, click on the Forgot/Login/Password button on the initial User Login Screen.

4. Next, select “Update Profile” from the “What Do You Want To Do?” menu.



WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- Update Profile**
- Renew License(s)
- Criminal Record Check
- Add New Endorsement
- Reinstatement License(s)
- Print License Details
- View/Amend IPLP
- Apply For Retired License
- Apply for New License
- Change Password
- IPL Activity

The Profile section contains your Personal Information, Contact Information, Education Details, Employment Details and Licensing Information. Anything in a **red font** always means, **IMPORTANT Please read**. A red * means it's a mandatory field and must be completed.

Your profile may already contain information that will need to be updated/corrected by you. Areas in **blue font** are sections that open up to more information. Please check these sections for accuracy as well.

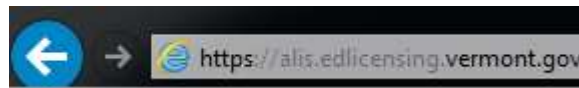
After you complete a section, be sure to click **SAVE** or all information you enter will be lost.

HQT Information in Alis

1. Once you are registered, you can click Print License Details which includes your HQT status.



At any time you wish to get back to this menu from the different sections, you hit the Back arrow by your tool bar at the top of your page. See below:



If your HQT status is blank, it is likely due to a data migration issue that we are working to address. You may, however, always use your HQT letter as evidence of your HQT status. Limited status means you have to refer to the HQT letter for the details, either there is a limit or it's a SPED which almost always requires the full letter to be referred to.